



## Agency Records Disposition Schedule

Department: Department of Health and Senior Services

Section: Section of Epidemiology for Public Health Practices

Division: Division of Community and Public Health

Sub-Section: Bureau of Vital Records

**TITLE:** Abortion Information

**CUTOFF:** End of Calendar Year

**DESCRIPTION:** Records contain the individual abortion report, abortion complication report, tissue report and post-abortion care report, which are both completed by the woman's attending physician as prescribed in Section 188.052 RSMo, and original pathology reports as prescribed in Section 188.047 RSMo.

**RETENTION:** Years: 5 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** HIPAA-Compliant Shred

**SERIES:** 23364

**SERIES STATUS:** Approved

**APPROVAL DATE:** 10/13/2011

**TITLE:** Amendment Documents

**CUTOFF:** End of Calendar Year

**DESCRIPTION:** Records include correction affidavits, documents, court orders and documentary evidence to amend original birth, death and fetal death certificates. Authority in Section 193.215 RSMo and 19 CSR 10-10.110, Sections 192.060 and 193.025 RSMo require the permanent and safe preservation of these official records. Only the state registrar of vital records or the custodian of permanent local vital records can disclose information contained in this record per 19 CSR 10-10.090.

**RETENTION:** Years: Months: Days:

**NOTES:**

**DISPOSITION ACTION:** Permanent

**SERIES:** 23285

**SERIES STATUS:** Approved

**APPROVAL DATE:** 10/13/2011

**TITLE:** Birth Records

**CUTOFF:** EOSFY

**DESCRIPTION:** Birth Records

**RETENTION:** Years: Months: Days:

**NOTES:**

**DISPOSITION ACTION:** Permanent

**SERIES:** 7726

**SERIES STATUS:** Approved

**APPROVAL DATE:** 10/14/1987



## Agency Records Disposition Schedule

Department: Department of Health and Senior Services

Section: Section of Epidemiology for Public Health Practices

Division: Division of Community and Public Health

Sub-Section: Bureau of Vital Records

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**TITLE:** Death Records

**CUTOFF:** End of Calendar Year

**DESCRIPTION:** Records contain original and amended death certificates. Content of certificate is prescribed in Section 193.145 RSMo and 19 CSR 10-10.050. Records will also include death indexes created by the Bureau of Vital Records. Section 193.225 RSMo requires the transfer of these records to the Missouri State Archives when death records are over fifty years old. Sections 192.060 and 193.025 RSMo require the permanent and safe preservation of these official records.

**RETENTION:** Years: 50 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Permanent - Transfer to Missouri State Archives

**SERIES:** 7727

**SERIES STATUS:** Approved

**APPROVAL DATE:** 9/8/2010

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**TITLE:** Delayed or Presumptive Death Records

**CUTOFF:**

**DESCRIPTION:** Records include original delayed and presumptive death records as described in section 193.145 and 193.155 RSMo. Content of these records is prescribed in 19 CSR 10-10.050. Section 193.225 RSMo requires the transfer of these records to the Missouri State Archives when death records are over fifty years old. Sections 192.060 and 193.025 RSMo require the permanent and safe preservation of these official records.

**RETENTION:** Years: 50 Months: Days:

**NOTES:**

**DISPOSITION ACTION:** Permanent - Transfer to Missouri State Archives

**SERIES:** 23284

**SERIES STATUS:** Approved

**APPROVAL DATE:** 9/8/2010

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## Agency Records Disposition Schedule

Department: Department of Health and Senior Services

Section: Section of Epidemiology for Public Health Practices

Division: Division of Community and Public Health

Sub-Section: Bureau of Vital Records

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**TITLE:** Files Not Subject to Inspection

**CUTOFF:** End of Calendar Year

**DESCRIPTION:** Records commonly referred to as sealed envelopes, containing court orders and supporting documentation for sealed original birth, death and fetal death certificates. Authority in Sections 193.125 and 193.135, 193.215 and 193.225 RSMo and 19 CSR 10-10.110. Sections 192.060 and 193.025 RSMo require the permanent and safe preservation of these official records.

**RETENTION:** Years: Months: Days:

**NOTES:**

**DISPOSITION ACTION:** Permanent

**SERIES:** 7731

**SERIES STATUS:** Approved

**APPROVAL DATE:**

9/8/2010

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**TITLE:** Paternity Documents

**CUTOFF:** End of Calendar Year

**DESCRIPTION:** Records include acknowledgement of paternity forms to establish paternity, rescission of paternity acknowledgement forms, and notice of intent to claim paternity forms used to register with the Putative Father Registry. Content of these records is prescribed in Section 193.087 RSMo. Authority in 19 CSR 10-10.010 and Sections 193.087, 193.215 RSMo and 192.016 RSMo. Sections 192.060 and 193.025 RSMo require the permanent and safe preservation of these official records. Only the state registrar of vital records or the custodian of permanent local vital records can disclose information contained in this record per 19 CSR 10-10.090.

**RETENTION:** Years: Months: Days:

**NOTES:**

**DISPOSITION ACTION:** Permanent

**SERIES:** 23286

**SERIES STATUS:** Approved

**APPROVAL DATE:**

10/13/2011



## Agency Records Disposition Schedule

Department: Department of Health and Senior Services

Section: Section of Epidemiology for Public Health Practices

Division: Division of Community and Public Health

Sub-Section: Bureau of Vital Records

**TITLE:** Reports of Dissolution of Marriage

**CUTOFF:** Records include electronic reports of dissolution of marriage from 1948 to present. Content is prescribed in 19 CSR 10-10.070. Authority in Section 193.205 RSMo. Sections 192.060 and 193.025 RSMo require the permanent and safe preservation of these official records.

**DESCRIPTION:** Records include electronic reports of dissolution of marriage from 1948 to present. Content is prescribed in 19 CSR 10-10.070. Authority in Section 193.205 RSMo. Sections 192.060 and 193.025 RSMo require the permanent and safe preservation of these official records.

**RETENTION:** Years: Months: Days:

**NOTES:**

**DISPOSITION ACTION:** Permanent

**SERIES:** 7730

**SERIES STATUS:** Approved

**APPROVAL DATE:** 10/13/2011

**TITLE:** Reports of Marriage

**CUTOFF:** End of Calendar Year

**DESCRIPTION:** Records include electronic reports of marriage from 1948 to present. Content is described 19 CSR 10-10.080. Authority in Section 193.185 RSMo. Sections 192.060 and 193.025 RSMo require the permanent and safe preservation of these official records.

**RETENTION:** Years: Months: Days:

**NOTES:**

**DISPOSITION ACTION:** Permanent

**SERIES:** 7729

**SERIES STATUS:** Approved

**APPROVAL DATE:** 10/13/2011

**TITLE:** Stillbirth Records

**CUTOFF:** EOSFY

**DESCRIPTION:** Stillbirth Records

**RETENTION:** Years: Months: Days:

**NOTES:**

**DISPOSITION ACTION:** Permanent

**SERIES:** 7728

**SERIES STATUS:** Approved

**APPROVAL DATE:** 10/14/1987



## Agency Records Disposition Schedule

Department: Department of Health and Senior Services

Section: Section of Epidemiology for Public Health  
Practices

Division: Division of Community and Public Health

Sub-Section: Bureau of Vital Records

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**TITLE:** Vital Record Indexes

**CUTOFF:** End of Calendar Year

**DESCRIPTION:** Original index books for vital events including births, deaths, stillbirths, marriages and divorces. Sections 192.060 and 193.025 RSMo require the permanent and safe preservation of these official records.

**RETENTION:** Years: Months: Days:

**NOTES:** Records no longer created.

**DISPOSITION ACTION:** Permanent

**SERIES:** 7732

**SERIES STATUS:** Approved

**APPROVAL DATE:** 10/13/2011

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